



## Microsoft Access 2003 topics

### Beginner

Understand Relational Databases  
Examine the Access Environment  
Open the Database Environment  
Examine an Access Table

#### Managing Data

Examine an Access Form  
Add and Delete Records  
Sort Records  
Display Recordsets  
Update Records  
Run a Report

#### Establishing Table Relationships

Identify Table Relationships  
Identify Primary and Foreign Keys in the Relationships Window  
Work with Subdatasheets

#### Querying the Database

Create a Select Query  
Add Criteria to a Query  
Add a Calculated Field to a Query  
Perform a Calculation on a Record Grouping

#### Designing Forms

Examine Form Design Guidelines  
Create a Form Using AutoForm  
Create a Form Using the Form Wizard  
Modify the Design of a Form

#### Producing Reports

Create an AutoReport  
Create a Report by Using the Wizard  
Examine a Report in Design View  
Add a Calculated Field to a Report  
Modify the Format Properties of a Control

AutoFormat a Report  
Adjust the Width of a Report

### Intermediate

Design a Relational Database  
Identify Database Purpose  
Review Existing Data  
Determine Fields  
Group Fields into Tables  
Normalize the Data  
Designate Primary and Foreign Keys

#### Building the Structure of a Database

Create a New Database  
Create a Table Using a Wizard  
Create Tables in Design View  
Create Relationships between Tables

#### Controlling Data Entry

Restrict Data Entry with Field Properties  
Create an Input Mask  
Create a Lookup Field

#### Finding and Joining Data

Find Data with Filters  
Create Query Joins  
Join Unrelated Tables  
Relate Data Within a Table

#### Creating Flexible Queries

Set Select Query Properties  
Create Parameter Queries  
Create Action Queries

#### Improving Your Forms

Enhance the Appearance of a Form  
Restrict Data Entry in Forms  
Add Command Buttons



Create a Subform

Customizing Your Reports

Organize Report Information

Set Report Control Properties

Control Report Pagination

Summarize Information

Add a Subreport to an Existing Report

Create Mailing Labels

Expanding the Reach of Your Data

Publish Access Data as a Word Document

Analyze Access Data in Excel

Export Data to a Text File

Merge Access Data with a Word Document

## Advanced

Import Data

Analyze Tables

Create a Junction Table

Improve Table Structure

Writing Advanced Queries

Create Unmatched and Duplicates Queries

Group and Summarize Records Using the Criteria Field

Summarize Data with a Crosstab Query

Create a PivotTable and a PivotChart

Display a Graphical Summary on a Form

Simplifying Tasks with Macros

Create a Macro

Attach a Macro to a Command Button

Restrict Records Using a Where Condition

Adding Interaction and Automation with Macros

Require Data Entry with a Macro

Display a Message Box with a Macro

Automate Data Entry

Making Forms More Effective

Change the Display of Data Conditionally

Display a Calendar on a Form

Organize Information with Tab Pages

Making Reports More Effective

Cancel Printing of a Blank Report

Include a Chart in a Report

Arrange Data in Columns

Create a Report Snapshot

Maintaining an Access Database

Link Tables to External Data Sources

Back Up a Database

Compact and Repair a Database

Protect a Database with a Password

Determine Object Dependency

Document a Database

Analyze the Performance of a Database

Create a Data Access Page by Using the Wizard

Improve the Presentation of the Data Access Page

Viewing Data Access Pages with the Browser

Edit Data Using the Data Access Page

Group Records in the Data Access Page

Developing a Data Access Page in Design View

Create a Data Access Page in Design View

Incorporate a ComboBox in the Data Access Page

Test the New Record Function of the Data Access Page

Develop a PivotTable with the Office PivotTable Tool

Develop a PivotChart

Integrating Access into Your Business

Import XML Data into an Access Database

Export Access Data to XML Format

Share Data with Other Office Applications



Automating a Business Process with VBA

Create a Standard Module

Develop Code

Call a Procedure from a Form

Run the Procedure

Creating a Switchboard and Setting the Startup

Options

Create a Database Switchboard

Modify a Database Switchboard

Set the Startup Options

Modify the Startup Options

Distributing and Securing the Database

Split a Database

Implement Security

Set Passwords

Encode and Decode a Database

Convert an Access Database to an MDE File